Creating a Container

Select the “Material Search” tile
Type in the identifier (e.g. name, chemical name, CAS, catalogue number & etc.) in the search field and Click button or press “enter” key
Owner is set as default as the login user, this can be change by typing in the desired user last name.
Creating a Container

- Click on icon to start the container creation process.
- Owner: will default to the login user.
- Fill in the mandatory fields with "*".
  - Barcode (can not be changed).
  - Label.
  - Current Amt.
  - Original Amount.
  - Units.
  - Suppliers.
  - Use location.
  - Storage Location (default).
Creating a Container

- Click the Create Container button which will prompt the appearance of the “printer” icon.
- Click on the icon to print barcode which prompt window to select the label type and printer and Click the print button to complete the action.